

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Accounting Administrator I (Specialist)
<b>Position #:</b>	051-420-4552-023
<b>Salary Range:</b>	\$4833 - \$5874
<b>Issue Date:</b>	October 16, 2008
<b>Contact:</b>	Candace Martin (916) 324-1867
<b>Location:</b>	Accounting & Reporting 3301 C Street Sacramento, CA 95816
<b>Final Filing Date:</b>	Statewide October 30, 2008

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Accounting & Reporting  
ATTN: Candace Martin  
3301 C Street, Suite 500  
Sacramento, CA 95816

**Please write "420-4552-023 CMFC" on your application, and attach a copy of your list eligibility. Applications without this information may be rejected.**

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

## Scope of the Position:

Under the general direction of the Accounting Administrator II, the incumbent will act as staff specialist to the Bureau's section managers and perform the most fiscally sensitive duties associated with providing overall accounting and fiscal control for the total state-spending plan with an emphasis on cash management. The incumbent performs the full range of duties including, but not limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Analyze economic trends, forecasts, and applicable law changes affecting cash for the state; and prepare cash flow analyses of various budget scenarios for use by Executive Office management or division management.
- Oversee and participate in the preparation of various cash reports.
- Develop and maintain a database of the state's daily receipts, disbursements, cash balances, and borrowable resources for use in the analysis of cash flow and to determine trends in revenues and expenditures.
- Monitor cash flow to ensure availability of funds to meet expenditures.
- Perform fiscal analysis of the Governor's Budget, May Revision to the Budget, and the Department of Finance's Borrowable Resources Report.
- Participate in the preparation of administrative assignments including operating plans, performance measures, project monitoring, and workload analysis.
- Work on special cash management projects as assigned by section or division management. Participate in critical assignments relating to fiscal control issues.
- Meet regularly with Bureau management to participate in discussions about accounting issues or concerns that other agencies may have.
- Analyze chaptered legislation to determine impact on fiscal system and Controller's Office. Meet with Bureau management to discuss findings and implementation recommendations.
- Establish processes to accomplish the intent of legislation affecting the General Fund; direct professional staff in preparation of appropriate journal entries on-line, or direct technical staff in manual preparation of technical-based journal entries.

## Desirable Qualifications:

- Strong Research and analytical skills
- Excellent communication skills and ability to multi-task
- Self-motivated, dependable, positive attitude